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## Nurse Family Partnership (NFP) and Children's Integrated Services (CIS) Outreach Referral Guidance

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Designated Vermont Home Health Agencies will host the Nurse Family Partnership program, which is considered part of the CIS umbrella of services. As such, NFP outreach and referrals will flow in the same way as CIS, with particular attention paid to the NFP eligibility and timeline requirements for enrolling first time pregnant women in this program. All referrals for first time pregnant moms are sent directly to the Home Health Agency (HHA). The HHA staff will screen for eligibility. It is an expectation that HHA staff will bring all referrals to the next weekly CIS referral team meeting for review.

Each regional team is responsible for developing a plan for on-going, collaborative outreach to primary providers and their communities, as well as tailoring their messages to educate about the benefits of the CIS prevention/early intervention team.

The desired results of CIS and NFP outreach to community referral sources are to:

1. Identify pregnant/postpartum women, infants and children birth to age six and their families who are or may be eligible for supports and services under the CIS umbrella;
2. Educate primary referral sources and families about CIS and NFP services, the referral process, and the benefits of making a referral;
3. Assure that all referrals are acknowledged in a timely manner (within 2-5 days) and that the referral source is informed about the outcome of the referral (with participant's consent).

CIS has specific outreach materials which list the type of services available, eligibility criteria for participants, how to make a referral, and contact information for their regional CIS Coordinator (local and toll-free). A community outreach plan should be

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developed with the intent of a coordinated presentation by the NFP staff, CIS coordinator and MCH Coordinator when possible.

The referring provider would make a NFP referral using the referral form can be found on-line at: [http://dcf.vermont.gov/sites/dcf/files/pdf/cdd/cis/CIS\\_Referral\\_Form.doc](http://dcf.vermont.gov/sites/dcf/files/pdf/cdd/cis/CIS_Referral_Form.doc). The form may be completed and filled out with verbal and/or written permission.

NFP also has specific outreach materials which include the NFP/ home health agency's contact information so new moms can call the agency with questions, or to schedule visits. Information about NFP may also be posted at other community sites.

### **Required Processes for NFP Referrals:**


Any CIS referral source may fax, phone, or deliver a NFP referral in person to the appropriate Home Health Agency, using the CIS Referral Form CIS-01. The form may be completed and filled out by verbal and/or written permission.

All NFP referrals from WIC clinics are forwarded to the appropriate HHA or CIS Coordinator, as determined by the region, by the end of the clinic day. If the referrals go directly to the CIS Coordinator, NFP eligible moms must be referred on to the HHA within 24 hours of receipt of the referral. Any NFP referral received on a Friday (morning or afternoon), must to be sent to the HHA by the end of the same business day.

It will be the responsibility of the NFP nurse to attempt to contact the new mom within 2 working days of a referral with a subsequent response to the referral source about the outcome of the referral.

NFP staff will respond to all referrals within 24-48 hours of receipt of the referral, track referring provider name, and number of referrals including: the woman's name, contact timeframe, date of delivery, week's gestation, date of delivery, etc.

The NFP staff tracks the date of all referrals received at the HHA, and shares the number of referrals with the CIS Coordinator for CIS semi-annual regional reporting.

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The NFP team is responsible, in collaboration with the CIS Coordinator and MCH Coordinator, to provide a unified message for community providers about the NFP program, who is eligible, how it fits under the CIS umbrella of services, as well as educating about the benefits for CIS prevention and early intervention. The referring provider will make a NFP referral to the regional Home Health agency using the CIS referral form.

The NFP Home Visiting Administrator (VT Department of Health) will monitor the HHA system processes and data collection for fidelity to the NFP model as well as the federal benchmark requirements on a monthly basis.